



RESERVE BANK OF MALAWI

INVITATION TO BID (ITB)

SUPPLY AND DELIVERY OF LAPTOPS

BY

NATIONAL COMPETITIVE BIDDING

Date of issue: 16th February 2026

*Procurement Reference number: **RBM/ ICT/03/2026***

1. The Reserve Bank of Malawi (the Bank) has budgeted resources for procurement of Laptops and invites sealed bids from eligible bidders as follows:

Lot	Description of Goods	Quantity	Unit of Measure	Delivery Period
Lot 1.	14" Laptops and Laptop Bags	20	Each	4-6 weeks
Lot 2.	16" Laptops and Laptop Bags	70	Each	4-6 weeks

2. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement and Disposal of Assets Act 2025 and is open to all interested bidders.
3. Eligible interested bidders may obtain further information and inspect the Bidding Documents from the Procurement Section at the address shown in 5(a) below from **08:00 to 11:30** and **14:00 to 16:00 hours** from **Monday to Friday**, except public holidays.

4. A complete set of Bidding Document in **English** may be obtained for **FREE** by interested bidders from the address shown in 6(a) between **8:00 and 11:00 Hours** from Monday to Friday except on public holidays

5. Bids clearly marked; ***“Tender for Supply & Delivery of Laptops complete with bags”*** should be delivered to the address shown in 5(b) below on or before **10th March 2026 at 10:00 Hours**. Bids will be opened in the presence of the bidders’ representatives who may choose to attend at the address shown in 5(c) below on **10th March 2026 at 10:00 Hours**.

6. (a) Address for inspection, clarification, payment and collection:

The Reserve Bank of Malawi,
Convention Drive,
Business Reception,
Lilongwe

(b) Address for submission:

The Chairperson,
RBM Internal Procurement
Committee,
P.O Box 30063,
Lilongwe,
Malawi.

Or

Should be deposited in a Tender Box marked; ***“Tender for Supply & Delivery of Laptops complete with bags”*** placed at the Bank’s business reception at the Head Office.

(c) Address for Opening:

Reserve Bank of Malawi,
Convention Drive,
Floor 5, Auditorium,
Lilongwe,

Malawi.

Chairperson

RBM Internal Procurement and Disposal Committee